

PUTNAM COUNTY AMBULANCE SERVICE

SUB-STATION CLEANING/ INVENTORY

Living Room	TH	F	SA	SU	M	TU	W
Vaccum							
Dust							
Clean Computer Area							
Clean/Dust TV							
Clean Window							
Fill Humidifier							

Bathroom	TH	F	SA	SU	M	TU	W
Sweep/Mop							
Clean Toilet							
Clean Sink							
Clean Shower							
Mirror							

Kitchen	TH	F	SA	SU	M	TU	W
Dishes							
Counter tops Cleaned							
Microwave							
Stove							
Clean Refrigerator							
Sweep/Mop							
Empty Trash							

Bedrooms	TH	F	SA	SU	M	TU	W
Dust							
Vaccum							
Remove Personal Item							
Remove Linen							

Bay	TH	F	SA	SU	M	TU	W
Stock supplies							
Straighten shelves							
Trash--Tues AM							
Sweep/Wash							

CREW

THURSDAY

FRIDAY

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY[illegible]

Radio Equipment	REQ'D	TH	F	SA	SU	M	TU	W
Station Pagers/Amplifier	1							
Functional External Speaker/Buzzer								
Base Radio/Mic	1							
Portable Charger	1							
Crew pager	2							
Shredder	1							

Computer Equipment	REQ'D	TH	F	SA	SU	M	TU	W
Fax	1							
Printer	1							
Internet PC	1							
Zoll/Keydata Pc	1							
TV	1							
VCR	1							

Medical Equipment	REQ'D	TH	F	SA	SU	M	TU	W
Zoll charger	1							
Zoll batteries spare	1							
LP Chargers	1							
LP Batteries	2							

Paperwork	REQ'D	TH	F	SA	SU	M	TU	W
Trip tickets	25							
Assessment forms	25							
Refusal Forms	25							
Medicare Notice	25							
Envelopes	20							
Cardiac Arrest Form	10							
Inventory Sheets	20ea.							

[illegible]

STATION _____ Year _____ MM/DD TH _____ / _____ F _____ / _____ SA _____ / _____ SU _____ / _____ M _____ / _____ TU _____ / _____ W _____ / _____